

## **AGENDA\***

### **Mid-South Area Workforce Diversity Committee Annual Meeting, 2004 Stoneville, MS**

November 4 and 5, 2004

#### **WEDNESDAY**

**November 3, 2004**

#### **TRAVEL DAY**

6:30 PM

#### **DINNER**

Bourbon Mall, 105 Dean Rd., Leland, MS (662-686-4389)  
(Departure from Greenville Inn at 6:00 PM)

#### **THURSDAY**

**November 4, 2004**

8:00 AM

REGISTRATION/LUNCH ORDERS

8:15 AM

GROUP PHOTO

#### **SESSION I:**

#### **ITEMS OF INTEREST**

8:30 AM

Welcome .....*Betty Shepherd*

Remarks .....*Ed King*  
(Introduction of Area EEO Specialist)

Comments .....*Jimmy McAlpine*

Update on Activities .....*Deepak Bhatnagar*  
(Introduction of New Committee Members)

9:15 AM

#### **“ARS HUMAN CAPITAL DEVELOPMENT AND SUCCESSION PLANS”**

*William Duggan, ARS Human Resources Staff,  
Washington, D.C.*

The strategic human capital plan is a key step in continuing ARS progress to build a highly effective, performance-based organization by attracting, retaining, motivating and rewarding high-performing, top-quality workforce. The succession planning is the responsibility of each employee in an organization and assures that someone else knows their job. In today's world we cannot afford to have only one expert.

---

**\*Breaks** will be taken at regular intervals

10:15 AM                   **“MD-715/ NOFEAR ACT: Preventing discrimination and addressing accountability”**

*Debra Vandergrift, ARS Civil Right Staff, Washington, D.C.*

MD-715 (Management Directive-715) provides guidance and standards for establishing and maintaining effective affirmative programs of equal opportunity, with specific reporting requirements.

NOFEAR Act (Notification and Federal Employee Anti-discrimination and Retaliation Act of 2002) requires federal agencies to be accountable for violations, anti-discrimination and whistleblower protection by posting quarterly statistical data on EEO complaints.

11:15 AM                   **“RECRUITMENT ROLES, RESPONSIBILITIES AND ACCOUNTABILITY: Ensuring effective and targeted recruitment”**

*Cecelia Stortzum, Director, ARS Recruitment Office, Beltsville, MD*

The presentation will include roles that all of us as individuals (Area Directors, Supervisors/RLs, HR specialists, Area Civil Rights Manager, and Diversity Committees) can play in the recruitment process for building a diverse workforce.

12:15 PM                   Acknowledgment of Invited Speakers... ..*Betty Shepherd*

12:30 PM                   **LUNCH**

**(Ordered from Flavor’s Grill & Restaurant  
107 North Main St., Leland, MS (662-686-4211))**

**SESSION II:                   THE ROAD TRIP: SPREADING THE MESSAGE**

1:45 PM                   **“THE PROPOSED PLAN” .....***Deepak Bhatnagar*

The overall success of achieving a diverse workforce environment rests with all ARS employees. Implementation and accountability of the plan rests with the management at all levels.

2:45 PM                   **DISCUSSION**

- What are the objectives?
- Can we make the message more effective?
- How can each individual (supervisors, non-

supervisors) participate in the process for diversity in the workplace?

- How do we measure accomplishment of the defined objectives (immediate survey; follow-up reports)?

**SESSION III: EFFECTIVE COMMUNICATION ..... *Rita Keeling***

4:30 PM VIDEO: “The 10 Commandments of Communicating with People with Disabilities”

5:00 PM **ADJOURN**

6:30 PM **DINNER**

**Sherman’s Restaurant, 1400 South Main St., Greenville, MS  
(662) 332-6924**

**SESSION IV: THE NEXT PAGE**

**FRIDAY  
November 5**

8:30 AM **WHAT ARE WE TRYING TO OVERCOME? .....**  
*Georgina Acosta*

8:45 AM VIDEO: “The Philosophical Aspects of Cultural Differences  
(Dr. Nichols)”

9:45 AM GROUP PHOTO

**DISCUSSION**

10:00 AM **MEETING SHORT TERM OBJECTIVES**

- Milestones for 2005

10:30 AM **VISION: LONG TERM SUCCESS**

(Develop goals, measures and accountability; define desired behavior; identify need for resources)

MSA’s commitment to diversity is stated in our overall goal, the overarching principle that will rest on the following values:

- Leadership accountability
- Managing diversity through existing or newly defined processes and procedures, and policies
- Employee career growth or other development
- Communication as a means of understanding each other
- Measuring our efforts by defining best practices.

11:45 AM **CLOSING COMMENTS .....***Deborah Brennan*

12:00 Noon **DEPARTURE**